

## Best practice when entering a New Hire in SAP.

**Overview:** We are still experiencing payroll errors as the result of New Hire records being incomplete and/or completing the Action in SAP when the person has not actually arrived on site to begin work. Since we find out when the Payroll Error Report runs at BEACON, the window to correct is small and results in extra time being used in order to ensure that the person is processed accurately.

**Example #1:** Ima Sogladtobehere is offered a position with your Division/Facility/School and a date is set for her to begin work. The HR staff dutifully completes the required information in Workflow and then processes the approved PCR in SAP. Between the time the employee arrives and the time payroll runs, the other required fields in the Personnel Record are not completed.

**Example #2:** Larry Noshow is offered a position with your Division/Facility/School and a date is set for him to begin work. The HR staff dutifully completes the required information in Workflow and then processes the approved PCR in SAP. The employee however does not show for work which then requires investigation. The outcome may result in a different hire date put in SAP (if indeed he is coming to work) or the record needing to be deleted altogether (because he has since declined).

**Impact:** In both examples, the employees show up on the Payroll Error report. The result is that BEACON contacts Central HR with the Payroll Errors and we in turn must send out and follow up to see if the errors are corrected. If the error is not fixed in time, the person may not receive their pay. This process takes a great deal of effort from local HR office staff to investigate and correct in a short amount of time.

**Strategy:** The SAP Best Practice in these examples is as follows:

1. You can start a PCR and get it through Workflow so that it comes back to Originator's Inbox. However, do not process the PCR until the employee ACTUALLY ARRIVES and would be paid. If there is a situation in which the employee start date and the payroll deadline are close, please contact Central HR so that we can alert BEACON to the need.
2. Once an Action is processed in SAP, it needs to be completed in its entirety. This means that:
  - a. The Originator possesses all the necessary paperwork that needs to be collected for payroll to correctly run and inputs it OR.
  - b. There is a process in place to guarantee that IF the Originator does not process subsequent Infotypes for payroll, that the required information is entered AND checked by others in the HR office BEFORE a Payroll Deadline occurs.